

Training Portal Design Process

(Adapted from [eLearning Industry](#))

1: Who is Learning?

Decide who will be using the training portal.

Library staff only?

Volunteers? Are there different access levels?

Sensitive information?

2: What do trainees need to know?

Which skills and competencies do trainees need to get the job done? What does success look like in practice?

3: Platform & Materials

Which format will you use for training? Video? Articles? Courses? Will resources be accessed via website, shared document, LMS, etc.?

4: Prototype

Build a storyboard or sketch out how the course will look. How will you organize info? Gather and/ or create materials. Design materials and navigation for how info. will be used in practice.

5: Build & Test

Build the portal, let trainees know it exists, and find out if people can do their jobs better with the portal.